



Pima County
Workforce Investment Board

QUALITY JOBS. QUALIFIED WORKERS.

**MEETING OF THE PIMA COUNTY WORKFORCE INVESTMENT BOARD (WIB)
Executive Committee**

Thursday, June 30, 2016, 9:00 a.m.

Kino Service Center, 3rd Floor, Conference Room 301
2797 E. Ajo Way, Tucson, AZ 85713

Meeting Minutes

Members Present

Paul Roughton, Chair Vaughn E. Croft
Dot Kret Bev Price

Members Absent

Aric L. Meares Peg Harmon
Jan Leshner

Pima County Staff and Guests Present

Charles Casey Sean Lopez
Anna M. Cunes

- I. **Called to Order:** Paul Roughton, Chair, 9:01 a.m.

- II. **Action Item:** May 26, 2016 Meeting Minutes approved. Dot Kret motioned to approve; Bev Price Price seconded the motion; and all were in favor.

- III. **Action Item:** Two recommended WIB candidates approved to fill two vacancies.
 - A. Camila Martins-Bekat, Economic Development Specialist, City of Tucson. Paul Roughton motioned to approve; Vaughn E. Croft seconded the motion; and all were in favor.

 - B. Susan "Susy" Moncada, Tucson Area Workforce Manager, Workforce Services, State of Arizona Workforce Administration, Arizona Department of Economic Security (D.E.S.). Susy was nominated to replace Peggy Feenan by Chevera Trillo, Workforce Administrator, Employment and Rehabilitation Services, Arizona D.E.S. If Susy is recommended to the Pima County Board of Supervisors (BOS) for approval, she will help the WIB to meet the WIOA board composition Core Program Partner requirements as she would be the Core Program Partner representative for Title III – State Employment Service Office under the Wagner-Peyser Act. Bev Price motioned to approve; Paul Roughton seconded the motion; and all were in favor.

IV. WIB Committee Reports

- A. Planning – The committee met on 07/11/16 to help prepare the Pima County WIB's Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Plan 2016 – 2020; and to provide input on the Memorandum of Understanding (MOU) and the WIOA Workforce Arizona Council (WAC) Local Governance Policy "WIB Self-assessment" that is due 10/03/16.

As of 07/11/16, the Planning Committee will hold their monthly meetings at the University of Phoenix, 300 South Craycroft Road.

B. Board Development

1. Three (3) vacancies include:
 - One (1) Business Representative (Jill Pearson); and
 - Two (2) Governmental, Economic, and Community Development (GECD) Representatives. These two vacancies will be filled if Camila and Susy's appointment recommendations are approved by the Pima County BOS at their 08/02/16 regular meeting.
 2. Dot Kret reported that Pamela K. Sutherland will be resigning from the WIB because she is moving to Washington, D.C. Staff will wait for Pamela's official notice before notifying the Pima County Clerk of the Board and the BOS who are designated as the Chief Elected Officials for the Pima County One-Stop Plan under the WIOA.
 3. Dot Kret mentioned that she would like to see someone from Caterpillar, a new employer to Pima County, join the WIB and replace either Jill Pearson or Pamela K. Sutherland. Charles Casey said he will mention it to the Pima County One-Stop Business Services Team and ask if they have a contact or referral.
- C. By-laws – WIB *revised* By-laws will be on 08/02/16 Pima County BOS regular meeting agenda. This version is to change the WIB Planning Committee Chair to serve as the 2nd Vice-Chair (currently 1st Vice-Chair) and for the Performance and Accountability Committee Chair to serve as the 1st Vice-Chair (currently 2nd Vice-Chair).
- D. Youth Council – Vaughn E. Croft presented the 05/04/16 "Career Pathways and Employment Fair" Demographics Report and announced the Council's tentative plans for an Entrepreneurial Youth Expo that is being considered for November 2016.

Vaughn also mentioned that the Council will participate in and support the Arizona Transportation Builders Association's 3rd Annual "Construction Career Days" scheduled for 10/27 and 10/28/16 at the Tucson Rodeo Grounds.

V. Future WIB Meetings

- A. The Executive Committee did establish the 2016-2017 fiscal year calendar for the WIB regular monthly meetings. The schedule and meetings will be posted on the WIB's web page no later than July 1 of each year. The Committee reviewed the 2016-2017 calendar and agreed that it is acceptable for posting.
- B. The Committee also reviewed the Executive Committee's 2016-2017 meetings' calendar and all agreed to start meeting on the 4th Thursday of the month at 8 a.m. instead of on the 4th Wednesday of the month.

Dot Kret mentioned that the November Executive Committee meeting will fall on Thanksgiving Day. The Committee agreed to change the November meeting date to Monday, November 21, 2016.

C. Reports for WIB Meetings.

1. Charles Casey suggested that future meetings should provide an opportunity for an Employer Guest Speaker who is an expert on their subject matter such as inviting Eegees to share information about hiring and working with the Re-entry job seekers or employees.
2. The subjects should include the ARIZONA@WORK Pima County One-Stop Partners and required program elements.

From the State of Arizona Integrated Workforce Plan, pages 29 and 30:

Youth Program

The Youth program serves eligible in-school youth ages 14–21 and out-of-school youth ages 16–24. The youth program is designed to prepare Arizona's youth to enter postsecondary education, training, or employment upon completion of designated program activities. The design framework of the youth program includes outreach and recruitment, objective assessment, development of an Individual Service Strategy (ISS), case management, supportive services and follow-up services. The youth participants are enrolled in one or more of the **14 required youth program elements** based on the youth's needs as identified in the ISS. Program elements **can include** tutoring, alternative services, paid and unpaid work experiences, occupational skills training, adult mentoring, financial literacy education, and leadership development activities.

Adult and Dislocated Worker Programs

The Adult and Dislocated Worker programs have two types of services: Career Services and Training Services. The Adult Program provides workforce investment activities designed to assist individuals, particularly those with barriers to employment, increasing access to employment, retention, earnings, and the attainment of

recognized postsecondary credentials. Services for adults age 18 and older are provided by all 12 LWDAs. The Adult Program provides priority of service to veterans, public assistance recipients, other low-income individuals, and individuals who are basic-skills deficient. Self-service is available to all Arizonans at the ARIZONA@WORK Job Centers or via the AJC website, including job search, orientation and group workshops.

The Dislocated Worker Program provides services to individuals who have been terminated, laid off, or received a notice of termination or layoff, from employment generally due to closures or downsizing. Self-employed individuals who are unemployed due to general economic conditions and individuals who meet the WIOA definition of a displaced homemaker may also be eligible for services.

3. Charles Casey said he would also like to ask WIB members to announce and report on what is going on with the local Chambers and other organizations that will assist the WIB with having active and strategic engagement and partnerships with educational partners and institutions in coordination with economic development agencies that will further support positive outcomes for the employer and the jobseeker. The WIB must encourage engagement of the business community in planning and in developing training in support of the State and Pima County Plans.
4. Paul Roughton reported that he attended the 06/22/16 Health Care Industry Sector Partnership and overall it was a good meeting.

VI. Next Meeting: Thursday, August 25, 2016, 8 a.m.

VII. Adjourned: 10:01 a.m.